

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOUR COMMAND IN PROCESSING COMMISSIONING PAPERWORK AND TO PRECLUDE ANY PAY DISCREPANCIES. COMPLIANCE WITH ALL REQUIREMENTS WILL UNDOUBTEDLY ALLEVIATE PAY AND PERSONNEL PROBLEMS. OUR ULTIMATE GOAL IS TO ENSURE THE MEMBER HAS A SMOOTH TRANSITION TO THE NEW STATUS AND TO AVOID ANY PAY DISRUPTIONS.

PROSPECTIVE OFFICERS' EAOS MUST BE AT LEAST 2 MONTHS BEYOND THEIR DATE OF COMMISSIONING. IF NOT, REQUEST RESPECTIVE COMMANDS EXECUTE A TWO MONTH EXTENSION OF ENLISTMENT TO ALLEVIATE POSSIBLE BREAKS IN MONETARY ENTITLEMENTS IN THE DJMS PAY SYSTEM.

PLEASE PROCESS THE FOLLOWING TRANSACTIONS IN THE SEQUENTIAL ORDER INDICATED PRIOR TO THE NEW OFFICER'S DETACHMENT:

**STEP 1)** MAIL THE ORIGINAL SIGNED OATH OF OFFICE (NAVPERS 1000/4) TO PERS 803. THE OATH OF OFFICE MUST BE DATED AND SIGNED ON THE FIRST DAY OF THE COMMISSIONING MONTH.

**STEP 2)** CONVERT THE MEMBER TO OFFICER STATUS BY PROCESSING A G06 IN SDS OR USING THE CONVERSION/REVERSION PANEL IN NSIPS.

**STEP 3)** ENSURE THE ABOVE DOCUMENT IN STEP (2) POSTS BY CHECKING OPINS (OFFICER PERSONNEL INFORMATION SYSTEM), SCREEN I22, FOR A F8 TAC LINE. THIS TRANSACTION NORMALLY TAKES 24-48 HOURS TO POST IN THE SYSTEM. ONCE IT REFLECTS, PROCEED TO STEP 4. THIS IS AN IMPORTANT PROCESS BECAUSE WITHOUT THE F8 LINE, ALL OTHER DOCUMENTS WILL REJECT CAUSING THE MEMBER MAJOR PAY PROBLEMS.

**STEP 4)** CREDIT THE MEMBER FOR ENLISTED TIME BY TRANSMITTING A MO8 IN SDS OR USING THE PERSONNEL MAINTENANCE/SERVICE DATES PANEL IN NSIPS. THIS WILL UPDATE THE MEMBER'S STATUS FROM 01 TO 01E.

**STEP 5)** PROCESS A ML33 AND A 5903 IN UMIDS. ML33 REPORTS OFFICER CONFIRMATION OF ACCESSION AND A 5903 GENERATES \$400.00 OFFICER CLOTHING ALLOWANCE.

**STEP 6)** PREPARE A DD 214 FOR WARRANT OFFICERS ONLY AND CLOSE OUT ENLISTED SERVICE RECORD. CWOS ARE PERMANENT APPOINTMENTS AND ARE REQUIRED TO HAVE A DD214, PER REFS B AND C. LIMITED DUTY OFFICERS (LDO) ARE TEMPORARY APPOINTED AND SHOULD NOT HAVE A DD 214 PREPARED UPON COMMISSIONING. PLEASE DO NOT TRANSMIT ANY SEPARATION DOCUMENTS IN THE SYSTEM, SUCH AS L28/E503 OR STRENGTH LOSS IN NSIPS. PREPARING SEPARATION DOCUMENTS FOR NEWLY COMMISSIONED OFFICERS WILL RESULT IN MAJOR PAY PROBLEMS.

IT IS IMPERATIVE MEMBERS RECEIVE ADVANCE PER DIEM FOR THE FIRST 30 DAYS OF LDO/CWO INDOCTRINATION PRIOR TO DETACHING YOUR COMMAND. PER DIEM IS REQUIRED FOR EXPENSES THAT WILL BE INCURRED UPON ARRIVAL TO PENSACOLA. IT IS RECOMMENDED THE MEMBER RECEIVE \$15.00 FOR LODGING IN THE BACHELOR OFFICER QUARTERS (BOQ) AND \$22.00 FOR PROPORTIONAL MEAL RATE (PMR).